Instructions for Completing
the
Lifeline Evaluation Form Header

Building Description

1.   **Facility Name:** The name provided by the jurisdiction or used by the jurisdiction during day-to-day operations.

2.   **Address:** Street address as used by the jurisdiction.

3.   **County/City:** Name of the county or the city that has jurisdiction over the facility or system.

4.   **Mo/Day/Yr:** Date on which the evaluation is performed.

5.   **Time:** The time of day the evaluation is performed (in 24-hour clock format).

6.   **Type of disaster:** Type of even that created the need for the evaulation (earthquake, flood, wildland fire, et al.), or the official name of the event if there is one (e.g., Oakland Hills Fire).

Evaluator Info and Supporting Documents

7.   **SAP ID Nos.:** Evaluators' SAP identification numbers from the ID Cards, or names. The jurisdiction responsible for the evaluation will decide whether ID numbers or names are appropriate.

8.   **Other Reports:** Safety assessment evaluations or any other type of report used in the assessment. If no other reports were used, indicate "NONE." If multiple reports were used, write "OVER" and list the reports on the back by title or assessment number.

9.   **No. Photos:** Number of photographs taken during the evaluation, and attached to the form. If the photographs require developing or downloading, submit the film or files to the jurisdiction.

10.   **No. Sketches:** Number of sketches drawn as part of the assessment, and attached to the form.

11.   **Ref. Dwgs.:** Any drawings that were used in the assessment. If drawings were used, write "OVER" and list them by drawing number on the back of the form. If none were used, indicate "NONE" in the available space.

12.   **Est. Damage %:** If you are comfortable estimating the percentage of the facility that is damaged, enter the percentage. The jurisdiction uses the estimate to assess the impact of the disaster. A rough number is good enough.

13.   **Facility Status:** Simply indicate by color (green, yellow or red) the recommended status of the facility as a result of this assessment.

Safety Instructions and CAUTIONS

14.   Each of the lifeline evaluation forms has a block of safety instruction specific to the facility. Make sure any needed access permissions or required information is included in the safety instructions block.

15.   The caution statement reminds the jurisdiction that the level of assessment you are performing is not sufficient to be used in countering any other engineering opinions that have been developed through more in-depth and thorough evaluations.

Condition

16.   **Existing:** Check the box to indicate the recommendation from the previous assessment. If there is no previous recommendation, or if you do not know whether another assessment had been performed, check the "NONE" box.

17.   **Recommended:** Noting the condition that you recommending based on the current assessment.

18.   **Posted at this assignment:** Indicate whether you physically posted the facility or system following your assessment.